



PLANNING & DEVELOPMENT DEPARTMENT

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Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

MEMORANDUM

TO: Applicants for a **FAMILY DAY CARE CENTER**

FROM: Planning & Development Department

DATE: March 2019

SUBJ: **Submission Requirements and Review Process for Formal Applications**

Family Day Care. (also called “Day Care-2”): Daytime care for up to six (6) preschool age children (at any one time) in the home of the provider plus, on an after school basis, up to three (3) school age children who attend a full day program outside of the day care home. The numbers of children set forth here includes the provider’s own biological, adopted, step, or foster children if those children are less than ten (10) years of age. (This use is the same as the “Family Child Care Home” as defined by the State of New Hampshire).

Please file the following items with the Planning Department:

- Complete application form
- A narrative, explaining in detail the proposed use and any site changes
- Completed abutters list form (*See Planning Secretary*)
- Application fee of \$300.00 plus Certified Mail fee (make check payable to “City of Rochester”)
- A site plan drawing, clearly depicting both existing conditions and proposed changes (either 8 ½ X 11 or 11 X 17 size), including exterior building dimensions, setback distances from property lines, paving, parking, landscaping, utilities, and general use and arrangement of the site, if applicable.



FAMILY DAY CARE APPLICATION
City of Rochester, New Hampshire

Property Information

Tax map # _____; Lot #(s) _____; Zoning District: _____

Property address/location: _____

Business name: _____ Size of lot: _____ acres

Property Owner

Owner's name: _____

Mailing address: _____

Telephone #: _____

Applicant (if different from property owner)

Name: _____ Telephone #: _____

Mailing Address: _____

Applicant's (providers) own children number: _____ Ages: _____

Day Care Information

Number of children to be cared for (not counting your own): _____

Hours of operation: _____ Days: _____

Size of yard: _____

Play area: _____

Proposed Site changes

New building/structure: ____ Addition onto existing building/structure: ____

Alterations to existing building: ____ Demolition: ____ Signage: ____

Proposed project description: _____

Please provide a drawing showing the house, lot, play area and the area for pick up and drop off of the children.

Submission of application

This application must be signed by the property owner, applicant (if different from property owner).

I(we) hereby submit this application to the City of Rochester Planning Department and attest that to the best of my knowledge all of the information on this application form is true and accurate. As applicant (if different from property owner), I attest that I am duly authorized to act in this capacity.

Signature of applicant: _____ Date: _____

Signature of property owner: _____ Date: _____
(if different from applicant)

Authorization to enter subject property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: _____ Date: _____